



STATE OF MAINE

NOTARY PUBLIC COMMISSION APPLICATION

**This section is for
office use only.**

Notary Public #:

Commission issued:

PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS APPLICATION. The applicant must complete this entire application. All questions must be answered completely. Only residents of the State of Maine, at least 18 years of age, may be appointed to the office of Notary Public. Please complete the entire application.

I, _____
(Name of Applicant - **Please Type or Print your name as you wish it to appear on your Certificate of Office**)

of _____ am an adult resident of the State of Maine, and request appointment
(Town/City of Legal Residence)

to the office of NOTARY PUBLIC.

Home Address

(physical location - street or road, city/town and zip code):

Home phone: _____

Work phone: _____

Date of birth: _____

Mailing Address (if different):

Gender: (circle one) M F

Other language fluency: _____
(Please list language)

E-mail Address: _____

Have you had any prior criminal convictions in the last five years? (circle one) YES NO
(do not include traffic violations). If YES, please give date, charge, town, court and disposition of conviction.

NOTARY PUBLIC TEST

The following questions are designed to familiarize you with situations commonly faced by Notaries Public. Your answers will provide the basis to grant or deny your request to be commissioned. You may consult the Notary Public Handbook or other reference materials to assist you in answering these questions.

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1. You are asked to notarize a document, what steps would you take?

2. A Notary Public commissioned in the State of Maine may perform duties outside of this State.

TRUE **FALSE** (Circle one)

3. It is considered a conflict of interest to perform a notarial act, other than a marriage, for an immediate family member.

TRUE **FALSE** (Circle one)

4. A social security card is considered a "good" form of identification for notarial purposes.

TRUE **FALSE** (Circle one)

5. Because you receive a salary from your employer, you may not notarize any documents for your employer or its customers.

TRUE **FALSE** (Circle one)

6. If you receive a commission or other direct benefits for the completion of a particular transaction, you may not notarize any documents for that transaction.

TRUE **FALSE** (Circle one)

7. As a Notary Public, you are asked to perform the marriage of a parent, sibling, child, spouse's parent, spouse's sibling or spouse's child. Of the following, which must occur when solemnizing the marriage? (Check all that apply)

- ☐ A minister must witness and sign the documents.
- ☐ The Municipal Clerk must witness the ceremony and sign as the person performing the ceremony.
- ☐ The Secretary of State must sign the license.
- ☐ You sign the marriage license as the person performing the ceremony.
- ☐ None of the above.

8. Of the following, which records are you required to keep? (Check all that apply)

- ☐ All notarial acts
- ☐ All weddings
- ☐ All requests for your services, even if you do not perform the service
- ☐ None of the above.

(next page)

9. After appointment to the office of Notary Public, you are required to be sworn into office by a Dedimus Justice before performing any notarial acts.

TRUE **FALSE** (Circle one)

10. The personal appearance of the individual requesting your service is required in order for you to perform a notarial act.

TRUE **FALSE** (Circle one)

11. A Notary Public cannot "certify" a public record document such as a birth certificate.

TRUE **FALSE** (Circle one)

12. Of the following, what is the best way to protect yourself and the person requesting your service? (Check only one)

- ☐ Make a mental note of the transaction.
- ☐ Make a photocopy of the notarized document.
- ☐ Keep a bound record book with the details of the transaction.
- ☐ None of the above.

13. Of the following, which is the proper way to accept an acknowledgement? (Check all that apply)

- ☐ By telephone
- ☐ By personal appearance
- ☐ By fax
- ☐ By e-mail
- ☐ None of the above.

14. If your employer pays for your commission, your employer can regulate how you use your commission.

TRUE **FALSE** (Circle one)

15. In which of the following situations are you, as a Notary Public allowed to give legal advice? (Check all that apply)

- ☐ Never, unless you are an attorney
- ☐ When you prepare a legal document
- ☐ When you know the information you give is correct.

16. When completing a marriage license, you must use a black ink pen.

TRUE **FALSE** (Circle one)

17. The administration of an oath or affirmation is required when you perform a notarization.

TRUE **FALSE** (Circle one)

18. The use of an embossing seal is optional for a notary public commissioned in this State.

TRUE **FALSE** (Circle one)

Please complete the remainder of the application on the next page prior to submitting your application.

(next page)

**I certify that the information in the foregoing application is accurate
and that I personally answered all of the questions.**

(Signature of Applicant)

(Date)

_____, 20____

**The applicant personally appeared before me and made oath
to the truth of the foregoing statements.**

_____, NOTARY PUBLIC, STATE OF MAINE
(Signature of Notary Public)

My commission expires on _____

(PLEASE NOTE: The Notary Public cannot be the same individual signing as the Maine registered voter. Additionally, the signature of the municipal clerk or registrar of voters must be from the city or town in which you live.)

**I, being the Municipal Clerk and/or Registrar of Voters certify the Applicant is a resident of
the municipality listed, and affixes the seal of the municipality.**

(Signature of Clerk or Registrar of Voters)

Name of Municipality: _____

(Municipal Seal)

**I, a registered voter in Maine, recommend the appointment
of the applicant to the office of Notary Public.**

(Signature of Registered Voter)

(Name of Municipality)

Please mail this application together with the \$25.00 fee to: Bureau of Corporations, Elections and Commissions, Notary Public Section, 101 State House Station, Augusta, ME 04333-0101. Please make your check payable to the Secretary of State. If you have questions about this application, please call the Notary Public Section at (207) 624-7650.